

CHAPTER 58

SPECIAL REQUIREMENTS

SECTION I - GENERAL

258101 - PURPOSE

To provide procedures for processing Special Program Requirements (SPRs) and for recording special requirements data for all DLA centrally managed items for preparation of appropriate management reports and subsequent use in requirement forecasts.

- a. SPRs.
- b. Other Nonrecurring Requirements.

258102 - POLICY/REFERENCES

a. Forecast demands are either recurring or nonrecurring. The former are determined IAW procedures prescribed in chapter 53. The determination of the latter is within the purview of this chapter.

- b. Nonrecurring demands may be categorized as follows:

(1) SPRs furnished to the DSCs by the Services IAW DoD 4140.22-M. For format of the SPR Submission Transaction, see appendix B-49.

SPR transactions will be submitted by AUTODIN via the DAAS, providing the submitter has access to an AUTODIN terminal. The DAAS will edit, pass, route or reject the transaction, and transmit appropriate Status Notification and/or transaction rejects to the submitter.

(2) Other Nonrecurring Requirements - All nonrecurring requirements not included in subparagraph (1) above.

c. SPRs - These constitute the most important category of nonrecurring requirements, and warrant special management emphasis.

(1) For processing and maintenance of the SPR Submission Transaction from a Service, the following actions must be performed:

- (a) Validate the SPR Submission Transaction.

(b) Determine whether the SPR should be accepted for support or rejected by the Maximum Acceptance Criteria.

(c) If accepted for support, record necessary change in the SPR Trailer Record of Supply Control File (SCF). (See appendix F-251.)

(d) Prepare a Special Program Requirements Status Transaction, appendix B-50. (Refer to appendices A-105, SPR Status Codes).

(e) If rejected for support, record Status Code in SPR Trailer Record, or Statistical Record as applicable. Response Code PA will post to the SPR Trailer Record of the SCF. All Response Codes will record in the SPR Statistics Record and History File.

(f) In rare instances, HQ DLA may authorize (direct) the DSCs to suspend normal acceptance criteria for a particular program of overriding importance. In this case, special instructions will be furnished and SPRs will be transmitted by mail or courier to permit introduction of the bypass code in the SPRs.

(g) This paragraph provides instructions for review of SPRs exceeding the MAQ. When the IM has decided or verified through the SPR Monitor that the quantity is not in error, the SPR Monitor will prepare a reentry document with the original DIC in pos. 1-3 and Bypass Code 1 or 2 in pos. 78. If it is determined that the quantity is in error or excessive to normal demands, the IM will annotate the Violation Listing (appendix F-122) with the data and return it to the SPR Monitor for processing IAW procedures outlined in appendix E-049 V.

(2) Maintenance of the SPR Trailer Record and History File.

(a) SPR Submission Transactions accepted for supply will be processed against the SPR Trailer Record.

(b) At the end of the month, all SPRs which were accepted with Status Code PA and have a support date in the month just completed will be dropped from the SPR Trailer Record.

(3) Maintenance of the History File will contain all original SPR DY-entering SAMMS.

(a) A image of all SPR DIC DY- generated to the DSC along with the Assigned Advice Codes, Status Codes and Violation Reason Codes will be recorded in the History File.

(b) Those SPRs that have been rejected, will be retained for one year in History File, from the initial System Entry (processing) Date and then deleted. Those that have been accepted, which for file purge purposes, are defined as transactions DY A with Status Code PA, DY L with Status Codes PA, DY C, and DY D, will be retained for three years after the transaction Support Date then deleted.

(c) This History File can be interrogated DIC ZR7, appendix B-88 and will generate a F-251A Report, appendix F-251A.

(4) Computation of Forecast SPR demand (for inclusion in the requirements forecast) is based on SPR Forecasts and P coded requisitions recorded in the SPR Trailer Record. For the current month, the Forecast demand is determined as follows:

(a) Tabulate those SPRs recorded in the SPR Trailer Record identified with Status Code PA and a support date identical to the current month.

(b) Reduce the requirement based on the P coded requisitions recorded in the current months record from the same Service.

(5) Matching of P coded requisitions to SPRs for program management purposes.

(a) P coded requisitions received during the current month will be recorded in the SPR Trailer Record.

(b) Matching of P coded documents to SPRs for the current month will be by requisitioners only. This will be done on a monthly basis for purpose of accumulating the statistics required for the F-4 report. (Refer to appendix F-4.)

(c) To perform the matching by requisitioner, proceed as follows:

1. Take the first SPR with the same requisitioner (pos. 45-50) as the requisitioning activity for the document, and compare the quantity of the requisition with the SPR quantity.

a. If the quantity equals the SPR quantity, liquidate (by Service) the SPR from the record and count as a match. Continue as in subparagraph 2 below.

b. If the quantity exceeds the SPR quantity, liquidate (by Service) the SPR from the record and go to the next applicable SPR.

c. If the quantity is less than the SPR quantity, reduce the SPR quantity by the quantity of the P coded document and count as a match. Continue as in subparagraph 2 below.

2. Perform the above matching process for each P coded document received during that month. Match is made only against SPRs with the Support Date in the current month.

3. Prepare F-4 report - SPR Forecasts vs P coded requisitions.

d. Other Nonrecurring Requirements.

(1) Forecast nonrecurring requirements (other than those received as SPRs) covering a 25-month period will be recorded in Other Nonrecurring Requirements Record for use in requirements computation. The IM will manually prepare input data for entry into this record using DIC ZRG (appendix B-95) inserting appropriate action code (appendix A-42). The IM will verify forecast quantities which appear excessive prior to insertion into the record. In addition, at the end of each month, data for the month just completed will be deleted from the record and a field established for an additional month. Thus, the Other Nonrecurring Requirements Records will always reflect 25 months of data (refer to appendix F-256 for the format of nonrecurring requirements records).

(2) Where there is a requirement to delete erroneous submissions, IM will manually delete data from the Other Nonrecurring Requirements Record using DIC ZRG (appendix B-95) with its appropriate action code (appendix A-42).

SECTION II - SPECIAL PROGRAM REQUIREMENTS

258201 - VALIDATION OF SPR SUBMISSION TRANSACTION ENTRIES

Upon receipt of SPRs, entries will be mechanically processed as outlined below for DICs DYA, DYC, DYD, DYG, DYH, DYJ, and DYL. DICs DYB and DYM are exception data documents and should be manually processed IAW appendix E-049 P. There are three possible output formats from SPR processing: Uncontrolled Violations, appendix F-117; MILSTRAP Transactions Rejects, DIC DZG, appendix B-260; and SPR Status Transactions, DIC DYK, appendix B-50. The type of output is dependent upon the action taken in the course of SPR processing.

a. Verify that the Submitting Activity, pos. 30-35, is present in the DoD Activity Address File. If not, the SPR violates with VRC SV.

b. Verify that the NSN, pos. 8-20, is in the NIR. If not, prepare DIC DZG with Reject Advice Code AB.

c. Check the UI, pos. 23-24 of the SPR, against the UI for this NSN in the NIR. If the UI does not match, prepare DIC DZG with Reject Advice Code AR.

d. Validate the Document Number, pos. 36-43, as follows:

- (1) Pos. 36 - numeric.
- (2) Pos. 37-39 - numeric 001-366.
- (3) Pos. 40 - alpha or numeric.
- (4) Pos. 41-43 - numeric.

If the Document Number is not valid, prepare DIC DZG with Advice Code AF.

e. Validate the Support Date, pos. 62-64, as follows:

- (1) Pos. 62 - numeric.
- (2) Pos. 63-64 - numeric 01-12.

If the DIC of the SPR is DYL and the date is blank, insert a Support Date equal to the fourth month from the first day of the current month. Otherwise, if the Support Date is invalid, blank, past, or greater than three years away, prepare DIC DZG with Reject Advice Code AS.

f. If the Condition Code, pos. 71, is invalid (see appendix A-16) or blank, prepare DIC DZG with Reject Advice Code AM.

g. Verify that the Supplementary Address, pos. 45-50, is in the DoDAAD or is blank. If pos. 45-50 is filled with an invalid address, prepare DIC DZG with Reject Advice Code AG.

h. Verify that the Quantity field, pos. 25-29, is numeric, with no alpha characters or blanks. If not, prepare DIC DZG with Reject Advice Code AE.

i. Determine if the NIIN, pos. 12-20, is a Family Head. If not, process the SPR against the Supply Control Record for the head of the family, but retain the original NSN for entry in DYK or DZG responses.

j. SPRs are positioned as follows:

(1) If the Supplementary Address in pos. 45-50 is in the DoDAAD, position the SPR quantity at the RIC Prime for that address.

(2) If the Coast Designator, pos. 60, is E or W, position the SPR quantity at the preferred RIC East or West for that items Storage Mission Pattern in Requirements Management Policy Table 001.

(3) If neither of the above conditions are met, position the SPR quantity at the RIC Prime with the largest PRDA.

k. NSNs with NIR Key Code DD, DL, DM, DP, DQ, DR, DW, DX or DZ are processed as follows:

(1) If NIR Key Code is DL or DR and there is a replacing NSN in the NIR, prepare DIC DYK with Status Code PJ and the replacing NSN in pos. 8-20. If there is no replacing NSN, prepare DIC DYK with Status Code PF in hard copy and output to the SPR Monitor in MSO.

(2) If NIR Key Code is DM or DP, prepare DIC DYK with Status Code PF in hard copy and output to the SPR Monitor in MSO.

(3) If NIR Key Code is DQ, prepare DIC DYK with Status Code PN.

(4) If NIR Key Code is DX or DZ and there is a Gaining Inventory Manager (GIM) in the NIR, prepare DIC DYK with Status Code PV and the GIM in pos. 77-79. If there is no GIM, prepare DIC DYK with Status Code PF in hard copy and output to SPR monitor in MSO.

(5) If NIR Key Code is DD or DW, prepare DIC DYK with Status Code PS.

l. If the NSN does not have a record in the SCF, the SPR violates with VRC T7.

m. If the NSN has a Future Supply Status Code other than N, process the SPR against the FSSC. If the SSC/FSSC is 2, prepare DIC DYK with Status Code PP. If the SSC/FSSC is 3 or 9, prepare DIC DYK with Status Code PX and enter the ALT plus PLT in days in pos. 62-64 of the DIC DYK output.

n. If the NSN has SSC/FSSC 6, the SPR violates with VRC SS. If the SPR is a generic submission, with alpha G in pos. 76, it will violate with VRC JH.

o. SPRs are checked against the Trailer Record for the NSN to determine if there is a matching document number. If there is a matching document number for DIC DYA DYG DYH or DYJ transactions, prepare DIC DYK with Status Code PE. If there is not a matching document number for DIC DYD or DYJ transactions, generate DIC DYK with Advice Code AF.

p. DIC DYJ is a followup transaction. If the DIC DYJ matches a record in the file for the NSN, prepare DIC DYK with the Status Code (PA or PB) recorded in the file. DIC DYC is a cancellation. Cancel the entire quantity for the matching document number in the SPR Trailer, and prepare DIC DYK with Status Code PD. In the rare instance where a DIC DYC transaction does not match a record in the SPR Trailer, prepare DIC DYK with Advice Code AF.

q. DIC DYD is a modifier. This transaction may be used to change one or more of the following elements of an SPR recorded in the file:

- (1) Quantity.
- (2) Supplementary Address.
- (3) Project Code.
- (4) Coast Designator.
- (5) Support Date.
- (6) RIC (From).

If the DIC DYD is for an increase in quantity, delete the original document in the SPR Trailer, convert the DIC to DYA, and process it as a new SPR. For other DIC DYD transactions, overlay the DYD document on the matching SPR Trailer Record and prepare DIC DYK with the Status Code (PA) which was previously recorded.

r. DICs DYG and DYH transactions and other SPRs with Advice Code 2B in pos. 65-66 will bypass the substitutability check. All other SPRs will be processed against the Substitute Section of the NIR to determine if there are acceptable substitutes for the NSN. An acceptable substitute must have:

- (1) Substitute Key Code of B and
- (2) Service Restriction Code (for the Service in pos. 30 of the SPR) of 1.

For each acceptable substitute NSN, prepare DIC DYK with Status Code PT. If there are no acceptable substitutes, proceed to the quantitative acceptance checks.

s. DIC DZ9 is used by the DAAS to provide notification to the submitter that a MILSTRAP document was rerouted or a FSC changed. SAMMS will not generate a DIC DZ9.

258202 - SPECIAL SUBMISSIONS

a. DYA submissions may at specific times be designated by HQ DLA for MAQ bypass. These submissions will be identified through information previously furnished by HQ DLA.

b. These submissions will generally be furnished by mail and will be forwarded to ODS with instructions for gang punching a Bypass Code in pos. 78. Bypass Codes are as follows:

- (1) 1 - Bypass MAQ checks.
- (2) 2 - Output hard copy DIC DYK/DZG responses.
- (3) 3 - Bypass MAQ checks and output hard copy DIC DYK/DZG responses.

c. DYL submissions will be submitted by the Services upon establishment of a Cooperative Logistics Supply Support Agreement (CLSSA). The Services will submit SPR Transactions (DIC DYL) to the DSCs for DLA-managed items on the initial Foreign Military Sales Order Number 1 (FMSO-1) listing. These transactions will specify a 90-day support requirement intended to establish initial applicable stockage and to cover the initial requisitioning impact. Maximum Acceptance Criteria will be applicable in processing these transactions.

258203 - ACCEPTANCE/REJECTION OF SPR

Upon completion of the validation and substitutability checks described above, the SPR will be checked against a series of quantitative levels to provide maximum assurance that SPRs which are accepted will be supportable when requisitions are actually received. Requirements Management Policy Table 033 contains parameters consisting of an Acceptance Dollar Value level and MAQ Factors by Demand Value Code for each Service and allows for up to two hundred Project Codes with MAQ Factors by Demand Value Code. All SPRs accepted with Status Code PA are recorded in the SPR Trailer, but only SPRs accepted with Status Code PA will be included in Requirements computations and reflected on SSCS.

a. SPRs with a Bypass Code 1 or 3 in pos. 78 will bypass all MAQ checks unless the support date is less than ALT plus PLT away and there are not sufficient assets on hand to support the SPR quantity. In this case, DIC DYK with Status Code PQ will be prepared. Otherwise, SPRs with Bypass Code 1 or 3 will be recorded in the SPR Trailer Record and DIC DYK with Status Code PA will be prepared.

b. If the dollar value (using Acquisition Unit Cost) of the SPR is not greater than the minimum dollar value in table 033, the SPR will be accepted with Status Code PA, unless the support date is less than ALT plus PLT away and there are not sufficient assets on hand to support the SPR quantity. In this case, DIC DYK with Status Code PQ will be prepared.

c. Computing quantity, DIC DYA, DYB, DYD, DYL or DYM when the NIR reflects AAC of D and the SCF reflects an ICC of 1 or P, and the quantity in the input transaction is less than the percentage factor, reflected in Table 33, times the QFD (pos. 125-128 of the SCF) for the item. Respond to these transactions with a DYK, Status Code (PB). Keep a record of transaction in new History File.

d. SPRs for NSO items (ICC 2 or B) will be accepted with Status Code PA if the dollar value (using Acquisition Unit Cost) of the SPR is less than the system asset value (using Acquisition Unit Cost) plus the minimum dollar value in table 033. Otherwise, they will be provisionally accepted by preparing DIC DYK with Status Code PB.

e. SPRs for Replenishment Demand items (ICC 1 or P) are tested against Service and Project Code MAQ Factors. The MAQ Factor for the Service in pos. 30 of the SPR is obtained from Table 033 and multiplied by the item's QFD. If the product is greater than the SPR quantity, the SPR is accepted, DIC DYK with Status Code PA and recorded in the SPR Trailer. If the SPR quantity is greater than the computed MAQ quantity, the Project Code, pos. 57-59 of the SPR, is checked against Table 033 to determine if there is a matching set of MAQ factors in the table for that Project Code. If so, the items QFD is multiplied by the appropriate MAQ Factor and if the product is greater than the SPR quantity, the SPR is accepted with Status Code PA and recorded in the SPR Trailer.

f. SPRs which have not been accepted against either the Service or Project Code MAQ procedures will be examined to determine if the NSNs asset position is such that procurement will not be required to support the SPR. This is done by determining the demand quantity through the period of the support date plus the PLT plus 30 days and adding to this total the SPR quantity. If the grand total is less than the sum of Asset Groups 3, 7, 28 and 31 (see appendix A-59), the SPR will be accepted with Status Code PA.

g. If the SPR has not been accepted at this point and the support date of the SPR is less than 90 days away, prepare DIC DYK with Status Code PM. If the support date is greater than 90 days away, but less than ALT plus PLT away, prepare DIC DYK with Status Code PQ, entering the ALT plus PLT in days in pos. 62-64 of the DIC DYK transaction.

h. All remaining SPRs will be provisionally accepted with Status Code PB.

i. If a logistics loss is recorded for an item on which a previously accepted SPR is recorded, sixty days prior to the effective transfer date the following mechanical actions will be taken:

(1) If the GIM is another Service/Agency, a DIC DYK with Status Code PV and the RIC of the GIM will be transmitted to the submitting activity.

(2) If the GIM is another DSC, an F-251, Forecast SPR Record will be generated and forwarded to the IM.

j. If the SSC is changed to a 2, 3 or 9 on an item for which a previously accepted SPR is recorded, forty-five days prior to the effective date a DIC DYK with Status Code PY will be transmitted to the submitting activity.

k. All SPRs for which Status Code PQ was furnished and SPRs for NSNs on backorder for which Status Code PB was furnished will be listed on appendix F-152. All SPRs for quantities which exceed 12 months demand (4 times the QFD or the NSO quantity) for the NSN will be listed on appendix F-154.

l. DICs DZG and DYK transactions with Bypass Code 2 or 3 in pos. 78 will be output in hard copy transaction format to the SPR Monitor in the DSO. All other transaction rejects and SPR status transactions will be transmitted via AUTODIN through the SAMMS Exit Subsystem.

m. All DICs DZG and DYK transactions will be recorded in the SPR Statistics Record for production of appendix F-5 during the monthend process.

258204 - CONFIRMATION OF SPRs

a. SPRs which have been accepted for support will be confirmed prior to procurement under either of the following conditions at the time the item is at its Reorder Point and procurement is necessary:

(1) Any SPR with a value exceeding \$2,500 (using Acquisition Unit Cost) and the quantity is in excess of a monthly demand.

(2) Any SPR for high value demand items exceeding the system QFD.

When either of the above conditions exist, a Confirmation Signal (R) is placed in the SPR Trailer Record. Whenever a Reorder Point is reached for an item having a SPR Confirmation Signal R, the entry will be preceded by an asterisk (*).

b. A SCS with Reason Code RP will be output to the IM with an asterisk (*) appearing next to the SPR quantity to indicate confirmation is required. A printout, appendix F251, of all SPRs from the SPR Trailer Record for that FSC and Family Number will be forwarded to the IM the following day. The SPR Monitor will confirm by message or mail SPRs which have been accepted for support and require confirmation. The SPR Monitor will take necessary action to input the Confirmation Code and/or make necessary changes and forward to ODS for updating of the SPR Trailer Record. The IM will be notified of the action. For manual procedures, refer to appendix E-307 P.

258205 - MAINTENANCE OF THE FORECAST SPR RECORD

All actions pertaining to valid SPRs will be recorded in the SPR record in the SCF, i.e., cancellations, increases, and decreases.

258206 - INQUIRY TO FORECAST SPR RECORD

a. A Special Requirement Inquiry (DIC ZR7, appendix B-88) can be made in order to obtain a printout of the SPR Trailer Record. A printout can be requested for all SPRs recorded for a specific Family Number or document number. It is also possible to interrogate for a printout of all SPRs in the file.

b. The printouts requested by the Action Code (refer appendix A-42) will be provided according to the ORC indicated in pos. 77-78 of the DIC ZR7 - Special Requirement Inquiry Transaction.

c. There may be occasions when management requires a printout of the entire file. When this is necessary, an ORC 99 will be used. This code will instruct the machine to printout all documents in the file based on the Action Code used in pos. 79-80 of the DIC ZR7 - SPR Inquiry Transaction.

NOTE: This type interrogation of the Forecast SPR Record may not be made by the IM.

258207 - MECHANICAL COMPUTATION OF FORECAST SPR DEMAND

SPR accepted by the DSC will be included in requirements computations as outlined in section II, chapter 32.

258208 - SPRS TRANSFER

The Logistics Reassignment (LR) program generates SPR records from the LIM Supply Control File (SCF) to the GIM SCF by reentering the original SPR Request (DIC DYA) transaction, which was processed at the LIM. The SPR will be pulled from the LIM SCF, if the record has a status code of PA. In order to differentiate the logistically transferred DYAs created by the LIM from the normal daily DYAs and preclude reprocessing, an I will be placed in pos. 7 of the DYA (internally).